



Minnesota Board of Cosmetologist Examiners
2829 University Avenue Southeast, Suite 710 • Minneapolis, MN 55414
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Instructor License Application

Submit a complete application and payment to the address listed above.

The following must be submitted for your application to be processed:

- Completed Application
- Fee: \$195 (processing within 15 business days) or \$345 (expedited processing within 5 business days)
Checks or money orders may be made payable to "BCE". Fees are deposited the first business day after receipt.
Processing time begins when your application and payment are received in the BCE office.
Business days do not include weekends or state determined holidays.
Incomplete applications will be returned and subject to additional processing upon receipt back in the BCE office.
- Current Operator or Salon Manager License Number
This license must be maintained to keep a valid Instructor License.
- Course Completion Certificate from BCE-approved 38-hour instructor training course
For a list of approved course providers, visit the BCE website.
- Experience Verification showing at least 1400 hours of licensed practice within the past three years
The hours can be obtained in any state in which you are licensed to practice.
- Original passing results from the Minnesota Instructor Practical Exam, Minnesota Laws & Rules Instructor Written Exam, and General Instructor Written Exam
Original score reports must be attached to this application. Exam results are valid for one year.
To schedule these exams, contact PSI at 1-800-733-9267 or www.psiexams.com.

Applicant Information

1/2016

Name		Street Address	
Social Security Number		City, State, Zip Code	
Phone Number		Email Address	
License Number		License Expiration Date	
License Type	<input type="radio"/> Cosmetologist <input type="radio"/> Esthetician <input type="radio"/> Nail Technician		
Note: Instructor licenses may only be issued for the license type currently held.			

Experience Verification

You must have at least 1400 hours of licensed practice within a salon throughout the past three years. Any unlicensed practice or hours accumulated more than three years from application submission will not be counted toward the 1400 hour minimum.

Total hours of licensed practice within the past three years: _____

	Salon #1	Salon #2	Salon #3
Salon Name			
Salon License Number			
Salon Owner			
Salon Phone Number			
City and Zip Code			
Start Date			
End Date or "Current"			
Average Hours Per Week			
In this box, list any significant time periods within the time frames listed above in which you did not work. These time periods will be deducted from your total time.			



For BCE Office Use Only

Total Eligible Hours:	Hours:	Hours:	Hours:
	Weeks:	Weeks:	Weeks:
	Total:	Total:	Total:
Check/MO/Receipt #:	Payment Amount:	Application Number:	
Date Processed:	Staff Initials:	License Number:	

Additional Applicant Information

1. List all states in which you have held a cosmetology license. For each state, list the license type.	
2. Have you ever been the subject of any inquiry or investigation by any division of the Board of Cosmetologist Examiners, or Office of the Attorney General? <i>If yes, attach a detailed and signed explanation with copies of all letters of inquiry and resolution.</i>	<input type="radio"/> Yes <input type="radio"/> No
3. Have you ever held a cosmetology license which has been censured, suspended, revoked, canceled, terminated or been subject to any type of administrative or disciplinary action in any state including Minnesota? <i>If yes, you must attach the following:</i> <input type="radio"/> A detailed and signed explanation identifying the type of license and the circumstances of each incident. <input type="radio"/> A copy of the Notice of Hearing or other document that states the charges and allegations. <input type="radio"/> A copy of the official document which establishes the resolution of the charges or any final judgment.	<input type="radio"/> Yes <input type="radio"/> No
4. Have you been notified by the Commissioner of Revenue, pursuant to Minnesota Statutes, Section 270C.72, that you currently owe the State of Minnesota any delinquent taxes? <i>If yes, attach a detailed and signed explanation with documentation from the Department of Revenue showing the debt has been paid in full or an approved payment plan is in process.</i>	<input type="radio"/> Yes <input type="radio"/> No

Licensee Responsibility

You, as a licensed Instructor, will be responsible for the following:

☐ **License Renewal**

Your license will expire on the last day of your birth month in the third year of your license cycle. If you fail to renew on or before that date, your license will expire and you will not be eligible to work. Late fees will be applied to any license that is not renewed on time. Check with the BCE for current renewal requirements.

☐ **Maintaining a current and active Operator or Salon Manager License**

You must maintain a current and active Operator or Salon Manager License. If your underlying license becomes invalid, so does your Instructor License.

☐ **Verification of Salon License**

If you are working in a school or a salon, it is your duty to ensure it has a current license.

☐ **Compliance with Laws and Rules**

As a licensee, you are responsible for ensuring your and your students' compliance with all applicable laws and rules. Civil penalties of up to \$2,000 per violation can be assessed to you, your salon, and/or your school for not following laws and rules established by the BCE.

☐ **Notice of Changes**

If you change your name or address, you must notify the BCE within 30 days of the change. Name changes must be completed using a Name Change Form and submitting it to the BCE office. Address changes may be completed online at www.bceboard.state.mn.us.

Application Certification

I certify that the information submitted with this application is true and correct. I also certify that this document has not been altered or changed in any manner from the form adopted by the Board of Cosmetologist Examiners.

Licensee Signature: _____ Date: _____



The data which you furnish on this application will be used by the BCE to assess your qualifications for licensure. Disclosure of this information is voluntary. You are not legally required to provide this data, however if you fail to do so, the BCE may be unable to process this application. Disclosure of your Social Security Number (SSN) is required by Minnesota Statutes 270C.72 and your SSN may be requested by and released to the Minnesota Commissioner of Revenue. The BCE may use your SSN for revenue recapture as authorized by Minnesota Statutes Chapter 270A. After issuance of a license, all information contained in this application, except your SSN, will be public information pursuant to Minnesota Statutes Chapter 13. Pursuant to Minnesota Statutes 604.113 and 609.535 the BCE is authorized to charge a service charge of \$30.00 for any check that is returned for non-sufficient funds.